

THE JOBSEEKER'S GUIDE: 10 KEYS TO WORKING EFFECTIVELY WITH YOUR RÉSUMÉ WRITER

~ Providing strategic solutions to enhance your career success! ~

Congratulations on making a wise investment towards your career and future!

When you decide to hire me as your professional résumé writer / career coach for a specific career service, you are making a valuable investment in your career growth. You are also entrusting me to articulate your personal brand and strategically position you for your next career move using a [Master-level résumé strategy](#).

As a passionate Master Certified Résumé Strategist / Master Résumé Writer, I take this responsibility very seriously. Remember that I only will offer those career services in a formal quote approved by you, the client after one complimentary 20-minute consultation. Remember that every resume package has a turnaround time of 7 business days and projects cannot be put on hold. LinkedIn package has a 5-7 business day turnaround. For more information, please see [career services page](#).

I am providing these helpful 10 strategies to ensure we have a successful and positive collaboration.

➔ PRACTICE OPEN COMMUNICATION.

It is my goal to keep you informed about what I clearly need from you and I trust you to be responsive to my professional recommendations. I utilize the information you provide to create your résumé; the better and the more accurate the information that I receive, the more effective your new résumé will be. I request your complete honesty with me in all the details of your career that you share. I will not knowingly put false information in your résumé, and please do not either. 100% accuracy is very important.

➔ HAVE A CLEAR CAREER TARGET.

Having a specific, focused job target will help me write a compelling résumé to showcase your skills, experience, unique value, and accomplishments. If you ask me to write a “general résumé,” it will not be as successful as one that is written for a specific job target. Generic résumés do not produce any results! For instance, if I write a résumé for a sales position, please don't use that résumé to apply for a different type of job. If you're thinking of doing so, please discuss this with me first.

➔ MEET SET DEADLINES.

If I provide action items for you to work on within a specific timeframe, please make every possible effort to meet that deadline. Otherwise, there may be a cancellation fee incurred by cancelling a consultation last minute without little notice. If your timeline for needing your résumé changes — for example, if a specific opportunity you want to respond to arises, please let me know, but there may be a fee associated with rush requests. Closing out your project on a timely basis (7 business day turnaround time) will allow you to start using your new documents promptly to apply for your desired position.

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➔ **INVEST IN YOURSELF AND YOUR BRAND.**

Your newly customized résumé serves as just one strategic tool in your job search toolbox. If I recommend additional career services to complement your résumé, consider this request carefully (for example: LinkedIn, networking résumé, biography, or [Complete Job Search Action Kit](#)). If you require additional career coaching, I am happy to provide a reasonable quote upon your request and offer you empowering strategies to help you maximize your job search success. I offer a wealth of [career resources and blogs](#) to help you stay informed.

➔ **TRUST ME, I'M YOUR RÉSUMÉ WRITER.**

Be cautious if you choose to solicit opinions about your résumé from your friends or family members — remember you hired me for my expertise. So, if you have any questions, don't be afraid to ask. Use your discretion when reading the internet. Remember, there is no hard-and-fast rule about résumé length: It should be as long as it needs to be, and no longer. The standard length is 2 pages. Note that, I am an experienced and highly trained Master Résumé Writer who will create a customized résumé using a tailored strategy to highlight your distinct brand. I have a proven track record of delivering exceptional résumés on time.

➔ **REMEMBER: YOUR RÉSUMÉ IS A MARKETING DOCUMENT, NOT AN OBITUARY.**

Thinking strategically, it wouldn't be effective to include every detail about your life and work history in your résumé, especially if you have certain jobs that aren't relevant to your career goal. These details are important to articulating who you are, but they are not necessarily important in this particular résumé for a certain job target. I will be very selective in what information to include. Your résumé needs to demonstrate a compelling story about who you are, what you have excelled in, and what you can do.

➔ **DON'T "LEND" YOUR RÉSUMÉ TO ANYONE ELSE.**

Your new résumé is a customized, branded document created to help you apply for your desired role. Allowing someone else to use your résumé, including format, design, and/or wording, will likely reduce its effectiveness for you — especially if you "lend it" to a co-worker or colleague. If someone admires your résumé, kindly refer my services, and I will create an equally outstanding document customized for their job search.

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➔ **IF YOU NEED REVISIONS, LET'S TALK.**

Need revisions? We might need to make some changes to make your résumé more effective. Remember, the goal is to produce a polished, stellar document that helps set you apart. I welcome your constructive feedback as it allows me to continue improving my services. I sincerely appreciate your testimonials, LinkedIn recommendations, and referrals. Most of my new clients are referred to me by satisfied former clients who are happy to share their constructive feedback.

➔ **PLEASE KEEP ME INFORMED ABOUT YOUR CAREER DEVELOPMENTS.**

I like to follow-up with clients from time to time to stay updated about their career developments. However, on occasion, I don't always hear from clients until they need an update to their résumé when it's time to search for a new job. But I want to hear from you when you receive a rewarding job offer. Remember, I take pride in celebrating your career success.

➔ **ALWAYS KEEP TRACK OF YOUR ACCOMPLISHMENTS. ENSURE THAT YOUR RÉSUMÉ IS CONSISTENTLY UPDATED.**

Once you land a new position and you're sure you're going to stay, (usually after the first 90 days), please get in touch with me to revise and update your résumé and LinkedIn profile at an affordable quote. Keep an "accomplishments journal" so you can track your accomplishments in your new role, which makes it easier to respond to new opportunities that arise. Access the [Career Milestones Journal](#).

As an experienced Master Certified Résumé Strategist with a proven track record of delivering service excellence, I look forward to working with you! I am your supportive advocate championing you to achieve your boundless potential and enhance your career success.

[Review the Creative Horizons Communications Policy.](#)

Any questions? Contact Lori Jazvac at Creative Horizons Communications, 905.730.2374 or email creativehorizonsresumes@gmail.com.

Think creatively and visualize a new career horizon!